

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Principal Program Budget Analyst II/III

(Permanent/Full-time – Multiple hires may be made from this job bulletin.)
Department of Finance positions are excluded from collective bargaining.

SALARY RANGE:

Principal Program Budget Analyst II
\$8,291 – 9,415

Principal Program Budget Analyst III
\$8,694 – 9,874

*These positions are eligible for a recruitment and retention pay differential.

BENEFITS:

Finance employees are excluded from collective bargaining and are eligible to receive the following enhanced benefits:

- Enhanced medical, dental, and disability benefits
- Employer paid Life Insurance
- Additional hour of Vacation/Annual Leave
- Excluded employees are not subject to State Disability Insurance payroll withholding

For more details about employee benefits, visit the Department of Finance's website [here](#).

FINAL FILING DATE:

Until Filled

QUESTIONS ABOUT THE JOB:

Greg Skubal
(916) 323-4071
(916) 324-6547 *TDD
E-mail: Greg.Skubal@dof.ca.gov

POSITION DESCRIPTION:

Under the general direction of the Assistant Program Budget Manager, the incumbent is responsible for supervising the development, analyses, review, and formulation of recommendations regarding budgetary, fiscal and policy matters. The incumbent serves as Finance's primary contact with one or more departments; develops expert fiscal and program knowledge in assigned area; identifies policy and program issues on which program analysis projects should be initiated; works with the department(s) to which assigned in preparation of the Governor's Budget; advises the Director of Finance and Governor's Office on fiscal and policy decisions relating to programs and legislation; has final authority to approve a wide range of financial documents that require Finance approval; represents Finance at legislative hearings; and assists in implementation of FISCAL.

DESIRABLE QUALIFICATIONS:

- Knowledge of, and experience in the preparation, justification, and analysis of budgets.
- Excellent written communication skills and ability to pay attention to detail when reviewing work of subordinates to effectively meet the objectives of management and the Administration.
- Supervisory experiences as demonstrated by the ability to coordinate and supervise the work of others to ensure projects are satisfactorily completed in a timely fashion.
- Strong analytical skills and experience resolving complex problems or issues.
- Ability to plan, assign, organize, monitor and project workload to meet work demands.
- Ability to take initiative; work independently; work under pressure to meet deadlines and easily adapt to changing

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. *California relay (telephone) service for the deaf and hearing impaired, From *TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 *TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

Issue Date: May 23, 2019

SEND APPLICATION TO:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

ADDITIONAL APPLICATION INFORMATION:

Electronic applications through your CalCareer account are highly recommended. If you are unable to apply electronically through your CalCareer account, please mail or drop off a hard copy of your application packet to the above address. You can access the Job Control at: [CA Jobs](#).

You may obtain an official state application (STD 678) on the CalHR website at: <https://jobs.ca.gov/pdf/std678.pdfh>

WHO MAY APPLY:

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, or have SROA and/or Surplus eligibility may apply. SROA and Surplus candidates may attach "surplus letters" to their applications.

Individuals who have list eligibility (or are in the process of obtaining list eligibility) may also apply. To obtain list eligibility, please review the examination bulletin at link to Careers page on DOF website.

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). Please visit the California Department of Human Resources (CalHR) website:

<http://www.calhr.ca.gov/state-hr-professionals/pages/5270.aspx>

Applications will be screened and only the most qualified applicants will be selected for an interview.

priorities.

- Ability to develop and maintain effective and cooperative working relationships across all levels of government.
- Ability to analyze, present ideas and information through effective verbal and written communication.
- Knowledge of principles, practices, and trends of public finance and governmental budgeting and accounting; program budgeting techniques; and knowledge of the state budget and legislative processes.
- Knowledge of methods and techniques of effective program management and supervision.
- Ability to use a variety of analytical techniques to resolve complex governmental budgeting and managerial problems.
- Knowledge of the budget portion of the FI\$Cal system.